



WADEBRIDGE SCHOOL

PE Technician – Job Description & Person Specification

Job Purpose:

To support the PE department in delivering high-quality physical education and extra-curricular sport by providing technical, administrative, and practical support. The PE Technician will assist in the preparation, maintenance, and organisation of sports equipment, support lessons and activities, and help ensure a safe and effective learning environment.

Key Responsibilities:

Practical Support

- Prepare, set up, and clear away equipment and resources for PE lessons, clubs, and fixtures.
- Maintain sports facilities, including the gymnasium, fitness suite, sports hall, and outdoor areas, ensuring they are clean, safe, and fit for use.
- Assist PE staff during lessons, including supporting practical activities, supervising small groups, and providing first aid if trained.
- Support the organisation and running of school sports events, fixtures, and competitions.
- To cover lessons for absent PE Staff
- To support students to make excellent progress regarding their NEA
- Support with the delivery of enrichment sessions in line with departmental offer
- Support targeted students during practical lessons to assist their development

Technical and Equipment Maintenance

- Manage the inventory of PE equipment, ensuring it is well-maintained, stored securely, and repaired or replaced when necessary.
- Assist with health and safety checks, risk assessments, and compliance with relevant policies.
- Liaise with external providers for servicing and maintenance of specialist equipment.

Administrative Support

- Support the PE department with administrative tasks such as fixture organisation, transport bookings, consent forms, and communication with parents.
- Help produce display materials, newsletters, and social media updates to celebrate student achievements in sport.
- Maintain accurate records of equipment, fixtures, participation, and health and safety documentation.

Extra-Curricular Support

- Assist with the running of after-school clubs, enrichment activities, and sports events.
- Accompany school teams to fixtures and tournaments, occasionally outside normal school hours.

Person Specification:

Essential

- Enthusiastic about sport and physical education.
- Organised, proactive, and able to manage time effectively.
- Practical skills in handling and maintaining sports equipment.
- Good interpersonal skills, able to work collaboratively with staff and students.
- Ability to work flexibly to meet the needs of the department.
- Basic ICT skills for administrative tasks.



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- Willingness to undertake relevant training (e.g., First Aid, Health & Safety).

Desirable

- Previous experience in a PE technician or similar role.
- Coaching qualifications or experience leading sports activities.
- Experience working with young people in an educational or sports setting.
- Full UK driving licence (for transporting equipment/students if required).